

**Justin S. Greene**  
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*Commissioner, District 3*



**Adam Fulton Johnson**  
*Commissioner, District 4*

**Hank Hughes**  
*Commissioner, District 5*

**Gregory S. Shaffer**  
*County Manager*

February 28, 2025

TO: Procurement File

FR: Bill Taylor, Procurement Manager *BT*

RE: **Sole Source Determination for Santa Fe Business Incubator - \$25,000.00**

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### **Issue**

Santa Fe County desires to contract with the Santa Fe Business Incubator (SFBI) to develop a business outreach pilot program for the purposes of establishing a mechanism for local business creation, retention and expansion. For the purposes of this contract, two rural communities shall be selected: one community in the northern portion and one in the southern or south central portion of Santa Fe County. The purpose is to give the County a feedback mechanism about businesses in rural areas as well as provide information regarding business interests and needs. The outcome shall help establish, build and strengthen business networks in rural communities. This is a pilot program that will eventually lead to a program to help all businesses, home-based businesses and entrepreneurs succeed and grow in the County.

SFBI is located at 3900 Paseo Del Sol, Santa Fe, NM 87505 (505) 424-1140, and is the only business incubator in SF County and northern NM, with the exception of Farmington that offer the unique business opportunities. SFBI offers several unique and distinct services available for free to County businesses, including:

- A. **Business Development:** The Contractor shall provide spaces, laboratory spaces, and light manufacturing spaces to qualified new business applicants
- B. **Business services and technical assistance** to tenants of the Business Incubator.
- C. **Business Expansion:** Work to assist companies in the region to expand their businesses.
- D. **Workforce Development:** The Contractor shall develop programs and initiatives to link incubator operations, facilities, and tenants with workforce development efforts in the SF region.

### **Determination**

Although there are other business incubator services available in other regions of New Mexico, only the Santa Fe Business Incubator can meet the specific and unique services for the Santa Fe County Business

and it would not be advantageous to Santa Fe Businesses to obtain the services from another region of New Mexico.

Therefore, it is the determination of the Santa Fe County Purchasing Division that pursuant to NMSA 1978, Section 13-1-126. Sole source procurement, the uniqueness of the services that can be provided by Santa Fe Business Incubator specific to Santa Fe County and this uniqueness is substantially related to the intended purpose of the contract, that this meets the criteria for a sole source procurement. It is in the best interest of the County to contract for these services with Santa Fe Business Incubator.

**Vendor Information:**

Vendor- Santa Fe Business Incubator  
3900 Paseo del Sol  
Santa Fe, NM 87505  
(505) 424-1140

Deliverables: The contractor shall provide/perform the following duties:

- i. Contractor shall work with SFC to identify two communities to provide assistance for the purpose of developing, retaining and expanding businesses;
- ii. Contractor will lead a publicly advertised meeting to identify and work with those community leaders in establishing a tailored program (specific to the community) to foster and facilitate growth of new and existing fledgling businesses;
- iii. Contractor shall hold community meetings and perform one-on-one consultations with identified individuals and small businesses. Information about available programs and services will be disseminated during these meetings;
- iv. Contractor shall organize and lead growth meetings for all interested businesses in attendance of this program in each of the communities;
- v. Contractor shall follow up these meetings with individuals and businesses to a mutually agreed outcome and then ask each business to provide feedback via a survey/questionnaire about what was beneficial and what was not in regards to creating, retaining or expanding their business;
- vi. Contractor shall identify Santa Fe County as the responsible party of the above events on all media, materials and programs. Contractor shall also showcase the successes of this program with its media outreach;
- vii. Contractor shall provide a final report to the County explain the methodology used in each community, what was learned from the entire program and what businesses were created, retained and expanded;
- viii. Contractor shall present the above report to the Board of County Commissioners.